



# *Congressman Jim Cooper*

Proudly Serving Tennessee's Fifth District

## **Internship Application**

### **PART I: Personal Information**

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

College or University: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Academic Year: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

In which office(s) would you prefer to intern?

District Office \_\_\_\_\_ D.C. Office \_\_\_\_\_ Either \_\_\_\_\_

Please specify when you would like an internship:

Winter/Spring (Jan-May) \_\_\_\_\_ Fall (Sept-Dec) \_\_\_\_\_

Summer (please rank below)

Session I (May 19 - July 3) \_\_\_\_\_ Session II (July 8 - Aug. 15) \_\_\_\_\_

Are you planning to receive academic credit for this internship? \_\_\_\_\_

If YES, the number of course credits you anticipate: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

*\* Please include a copy of course requirements/expectations.*

How did you learn about this program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your familiarity with computers, list specific software knowledge: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART II: On a separate piece of paper, please respond to each of the following in no more than 400 words:**

1. Why do you want to intern for Congressman Cooper and what do you hope to gain from the experience?
2. Please describe an experience that has shaped you either personally or professionally.

**PART III: Please attach a resume, a recent transcript and at least one letter of recommendation.**

**Return the completed form and attachments to:**

**U.S. Representative Jim Cooper**  
Attn: Allison Bates, Intern Coordinator  
1536 Longworth House Office Building  
Washington, D.C. 20515  
Fax: 202-225-4311  
[allison.bates@mail.house.gov](mailto:allison.bates@mail.house.gov)

***\*\*\*Please be advised that mail service to Capitol Hill is delayed due to current security measures. We strongly urge applicants to send their application via fax or email.***